

CHECKLIST FOR PLKS RENEWAL

1. The document & payment that need to be prepared to complete this application: -

Required Documents

No	Document	Tick <input type="checkbox"/>
1	Checklist For PLKS Renewal	
2	Original Passport (date of expiry of the passport must be more than 12 months)	
3	FOMEMA Result (Suitable)	
4	Employer's Application Letter with details of worker's Next of Kin (for Extension of PLKS) printed on Company Letterhead .	
5	Latest 1 Month SOCSO statement of the foreign workers (Form 8A)	
6	Other document (Please Specify).....	
Additional Document for Company Representative		
1.	Director / Owner of company : (i) IC Copy (front & back); and (ii) Copy of Form 49, SSM Document (MyData) / Form B & D	<input type="checkbox"/> <input type="checkbox"/>
2.	Employee Representing The Company : (i) IC Copy (front & back); (ii) EPF Statement (Latest 3 months) (iii) Authorize Letter from Director of the Company printed on Company Letterhead	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.	Agensi Pekerjaan Swasta (APS) License C Category: (i) Copy of valid APS License; (ii) IC Copy (front & back); (iii) Copy of APS representative card (front & back); (iv) Appointment Letter from Director of the Company to the appointed APS for submission of PLKS Renewal documents	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Required Payments

All Bank Draft payable to **Construction Labour Exchange Centre Berhad** :

No	Payment	Tick <input type="checkbox"/>
1.1	Jabatan Imigresen – Ketua Pengarah Imigresen Malaysia (Processing Fees/Visa/Levi)	
1.2	CLAB – Construction Labour Exchange Centre Berhad (Admin Fees)	
1.3	CLAB – Construction Labour Exchange Centre Berhad (Green Card Fees)	
1.4	Insurance (Insurance Guarantee / FWHS / Stamp Duty)	

The guidelines by the Immigration Department stipulate that employers must take appropriate steps to renew the work permit of their workers **3 months** before their expiry.

We also wish to caution employers that they may be subject to **COMPOUND/FINE** by Immigration Department for late renewal. For compound cases, employers need to prepare **Commitment Letter** along with **Compound Fees**.

Kindly be reminded that we could not processed further should we do not received your complete application.

Thank You

SENDER DETAILS

Name : _____
Telephone No : _____
Designation : _____
Signature : _____

CONSTRUCTION LABOUR EXCHANGE CENTRE BERHAD

FOR CLAB USE ONLY

CLAB registration status: ACTIVE IN-ACTIVE Date Expiry : _____

CIDB registration status: ACTIVE IN-ACTIVE Date Expiry : _____

Checked by : _____

Signature : _____

W/O Number : _____

Date : _____

CONSTRUCTION LABOUR EXCHANGE CENTRE BERHAD